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Subject: how to write Abstract and Conclusion

Dear Group,

I'd like to summarize and share with you how to write Abstract and Conclusions (of a journal paper or of a thesis. of course, for thesis, it would be longer):

HOW TO WRITE ABSTRACT

1. Shrink your INTRODUCTION section into one or two sentences (this may not necessary for some journals because of length constraint in abstract)
2. Shrink your EXPERIMENTAL PROCEDURE into a few sentences
3. Shrink your RESULTS into one or two sentences
4. Shrink your CONCLUSIONS into one or two sentences
5. Put these sentences together ---- congratulate yourself, you've written a good abstract!

HOW TO WRITE CONCLUSION

1. Look at the **figures** in your RESULTS and DISCUSSION, see which figure can help you draw a conclusion
2. Itemize the conclusions; put a parenthesis in the back of each item of conclusion to remind yourself which figures (results) the conclusion comes from. --- That is very important. If you can not find any figure/result to put there, chances are you should not draw that conclusion! (a conclusion must come from your own results)
3. Finally, take out the parentheses and their contents, take out the itemization. ---- congratulate yourself, now you have a good conclusion.

Remember: a summary is a brief account of what is done (I did this, I did that), that is NOT a conclusion. A paper may not always have conclusions (like a review paper), in that case, you should write a Summary.

Happy writing!

Sam